

DD/S-SY-0671

Approved For Release 2002/11/20 : CIA-RDP78-04720A000100080021-8

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25X1A6D

21 February 1958

MEMORANDUM FOR: Chief, Management Staff

TO: (1) Director of Communications  
(2) Deputy Director/Support

SUBJECT: Request for Change in [ ] Table  
of Organization

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25X1A6D

1. The present [ ] Mr.  
[ ] is scheduled for reassignment by the  
Office of Communications in June of this year.

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2. The present [ ] Administrative Officer, Mr.  
[ ] is currently being considered for  
reassignment by the Administration Career Service.

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25X1A9A

3. In connection with these pending reassessments,  
the Deputy Director/Support and the Director of Communications have verbally concurred in the following actions:

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a. The Administrative Officer's slot  
will not be filled when vacated by Mr. [ ]

b. The former Administrative Officer's  
slot will be used to establish the position of  
Assistant Maintenance Engineer, with duties as  
outlined in Enclosure 1.

c. The [ ] position  
will be re-designated Executive Officer, with  
duties as outlined in Enclosure 2.

d. In accordance with the above, it is requested that:

e. The Administrative Officer's slot be  
abolished.

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b. The position of Assistant Maintenance  
Engineer be established.

c. The position of   
be re-designated Executive Officer.

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Signed

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CONCURRENCES:

Director of Communications

24 Feb 58  
(Date)

151 L. R. White  
Deputy Director/Support

13 May 58  
(Date)

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